

RLC Local Adviser Procedures & Responsibilities Form

RLC Local Adviser Procedures and Responsibilities (Modified for 2021)

It is required of each local adviser attending the RLC to read and sign a copy of this form. This form must be submitted to the Regional Host by the third Friday in January for all advisers in attendance.

- 1. Due to public health restrictions, the Wisconsin FBLA executive board approved a modified 2021 Regional Leadership Conference (RLC) experience. This decision was made to provide all student members with the opportunity to continue participation with this annual event. Additional details about this event may be referenced online at <https://dpi.wi.gov/fbla/conferences/rlc>. Student member regional opportunities available through Wisconsin FBLA do not require any in-person participation either individually or as part of a team event. (note: State Leadership Conference operations will continue to be evaluated with updates anticipated in January 2021) Local school officials are responsible in collaboration with local advisers to monitor student performance to comply with all school policies and public health orders. Communication of these expectations should be messaged to student, parent/guardian and any other party who may have involvement in supporting competitive event or any other regional activities being offered to local members. Local school officials always retain the authority regarding participation decisions about optional FBLA regional, state and national activities.*
2. Local advisers and other chapter chaperones are expected to assist in the administration of the Regional Leadership Conference competitive events, workshops, at RLC. If a student member will be participating in competitive events from home due to local school restrictions, then the adviser will be the primary contact for Wisconsin FBLA and the local adviser may be expected to coordinate with a parent/guardian proctor.
3. Local advisers are responsible distributing and reviewing competitive event guidelines and conference procedures to their student. Each local adviser should establish a local policy with his/her students prior to the conference in order to meet this regulation.
4. The local adviser acknowledges that all student members are registered paid members through the FBLA-PBL, Inc. national office with active state and national membership affiliation. Additionally, the local adviser is responsible to verify the identify of any conference participants are accurately reflected in the conference registration submitted prior to participation.
5. Use of tobacco, consumption of alcohol, or illegal possession of controlled substances will not be allowed in association with direct or indirect participation with conference related activities. Any known violations must be addressed by the local school administration in accordance with local district policy and procedures.
6. The local adviser is responsible for supervision of their delegates' conduct and shall be available to their students at all times. As displayed below, the FBLA-PBL Code of Ethics guides both adviser and responsibility for the oversight of student member conduct for any areas not explicitly referenced.
 - be honest and sincere.
 - approach each task with confidence in my ability to perform my work at a high standard.
 - willingly accept responsibilities and duties.
 - seek to profit from my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
 - abide by the rules and regulations of my school.
 - exercise initiative and responsibility and will cooperate with my employer and fellow workers.
 - dress and act in a manner that will bring respect to me and to my school.
 - seek to improve my community by contributing my efforts and my resources to worthwhile projects.
7. The local principal and/or designated administrator will be contacted in emergency situations if the local adviser cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include but are not limited to: accidents, possession of drugs or alcohol, breaking conference rules, student health, or family emergencies.

RLC Inclement Weather & Event Policy*

Note for the 2021 RLC: this policy is being implemented due to COVID public health restrictions in Wisconsin. No student members will be attending in person under the direction of the Wisconsin FBLA Executive Board as of October 2020 so there is no need for a school or district notification to the Wisconsin FBLA state office. The competitive event guidelines have been modified for all events to follow the criteria below. The following competitive events will apply to criteria #3: Client Service, Impromptu Speaking, Future Business Leader, and Job Interview. All other presentation and demonstration event guidelines have been modified to support the prejudging of video presentations. Event results are scheduled to be posted to your regional website on Saturday, February 6. All medals, certificates and awards will be shipped to schools at no additional cost. Adviser registration fees are waived for 2021.

RLC Local Adviser Procedures & Responsibilities Form continued

Wisconsin FBLA expects all local chapter advisers to be in compliance with local school district policies regarding transportation and attendance at student activities.

The Regional Leadership Conference will run on the scheduled day. However, in the event that it is impossible for the schools to travel, the SLC place winners will be determined using the following criteria:

1. Online test scores
2. All prejudged event materials (without a presentation component)
3. If the host school has the capabilities to support alternative web based or phone conferencing, the student will still be able to interview or present during a mutually agreed upon time.

All results at the conclusion of the awards ceremony are final.

~~The state office will need a written statement from principal or district administration saying their students are not allowed to travel due to weather and safety conditions in order for the above guidelines to be valid.~~

In the event that the Regional Host School is unable to host due to an administrative directive, the Regional Host School will determine SLC place winners using the following criteria:

1. Online test scores
2. All prejudged event materials (without a presentation component)
3. If the state office can facilitate online testing for objective tests, the registered student would be responsible to take the test within a designated time at their school or designated testing site.
4. Any SLC slots not filled by the above criteria will be determined by random drawing of names from the registered event participants

All results at the conclusion of the awards ceremony are final. Refunds, if applicable, are only authorized by the RLC Host and Wisconsin FBLA Executive Board.

I have read and fully understand the FBLA Regional Leadership Conference LOCAL ADVISER PROCEDURES AND RESPONSIBILITIES and agree to comply with these guidelines.

Adviser's Signature	Principal's Signature
Adviser's Printed Name	Principal's Printed Name
Chapter Name	

In case of emergency, the following local administrators should be contacted:

1 st Contact	2 nd Contact
Name	Name
Title	Title
School Phone (Area/No.) () -	School Phone (Area/No.) () -
Home Phone (Area/No.) () -	Home Phone (Area/No.) () -

NOTE: A COPY OF THIS FORM MUST BE SUBMITTED FOR EACH ADVISER ATTENDING THE RLC. FORMS MUST BE SUBMITTED TO THE REGIONAL HOST SCHOOL BY THE THIRD FRIDAY IN JANUARY.

**This signature page must be provided in a signed digital format
to your Regional Host using this submission link:**

<https://wisconsinfbla.wufoo.com/forms/wisconsin-fbla-rlc-adviser-form-submission-portal/>